

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	COORDINATOR OF EDUCATIONAL AND BUSINESS TECHNOLOGY
Department:	Educational Services – Technology Department
Reports:	Director of Technology

SUMMARY:

Responsible for the overall support, maintenance and monitoring of district technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates District Technology Technicians
- Installs new technology equipment and hardware, including but not limited to CPU's, monitors, keyboards, printers, and scanners.
- Installs and maintains district-approved software
- Assists with the planning and installation of district networking and cabling requirements
- Repairs district technology equipment in-house or coordinates with outside services as appropriate
- Researches and resolves inquiries regarding technology issues
- Tracks, upgrades and redistributes equipment as appropriate
- Maintains tracking, reporting, and scheduling system for all district technology support
- Responds to user needs with technology support
- Coordinates with other departments on projects.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- AA degree in Computer Science, Information Systems or equivalent preferred
- A+ Certification desired
- High school diploma

Experience:

- PC, Macintosh and networking experience
- Experience trouble-shooting, replacing and repairing hardware and software
- Experience with licensing requirements
- Experience utilizing databases to track equipment, inventories, software

Knowledge, Skills and Abilities:

- Knowledge of basic math including calculation of fractions, percents, and/or ratios.
- Skills to read a variety of manuals and understand multiple-step instructions.
- Skills to write documents following prescribed formats and/or present information before groups.
- Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- Ability to interpret and implement rules relating to Western Placer Unified School District policies.

- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- Ability to establish and maintain cooperative working relationships; ability to work as part of a team.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

- Facility to sit for extended periods at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk; bend, stoop, and reach overhead.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to use computer terminals, telephones, calculators, copiers, and facsimile.
- Facility to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this portion. The individuals currently holding this position perform additional duties and additional duties may be assigned.